Credentialing Checklist for New NIH Nurse Practitioners

Prior to NIH start date you are advised to obtain the following:

__ If you do not have a Maryland License:

 Contact the Advanced Practice Consultant at Maryland Board of Nursing, 410-585-1930 for an application or online at http://dhmh.state.md.us/mbn (You must have a Maryland License to practice as an NP at NIH).

__ Obtain **Instructions for Submission of an Application for Initial Appointment to the Medical Staff of the Clinical Center, National Institutes of Health** by calling the Clinical Center Credentialing Services Office at **301-496-5937.**

Begin to compile necessary documentation:

__ Current RN/Advanced Practice License

__ Current CPR Certification

__ Copy of nurse practitioner certification (ANCC)

__ **Written Verification of Clinical Performance** from supervisors or someone from human resources in all positions held in the **10 years** prior to coming to NIH. These letters must contain everything stated in the sample letter that can be found in the Information for NIH NPs section of the website under Sample Employment Verification Letters and Peer/Clinical Performance Letters. If there were periods of unemployment over the past 10 years, you must submit a memo to account for your activities. See the Sample Employment Gap Explanation Memo in the Information for NIH NPs section.

__ **Two Reference Letters:** At least one should be from a Nurse Practitioner; the other can be from a physician colleague. These letters must contain everything stated in the sample letter than can be found in the Information for NIH NPs section of the website under Sample Employment Vertification Letters and Peer/Clinical Performance Letters.

__ **Letter of Recommendation for Initial Appointment** by the sponsoring Institute Branch Chief or Clinical Center Department Head must contain everything stated in the sample letter that can be found in the Information for NIH NPs section of the website under Sample Initial Appointment Memo.